



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.6

Subject: Attendance And Leave

Supersedes: DCS 4.6, 11/01/00

Local Policy: No

Local Procedures: No

Requires Training: No

Approved by:

Page D. Walley, Ph.D.

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Application

To All Department of Children's Services Employees

Authority: TCA 37-5-106; TCA 4-4-105; TCA 8-30-101

Policy

The Department of Children's Services shall adhere to the established policies and procedures on leave and attendance as defined by the Commissioners of the Departments of Personnel and Finance and Administration.

Procedures

A. Attendance and leave manual

The Department of Children's Service will maintain and adhere to an Attendance and Leave Manual and copies must be maintained by timekeepers and be available to employees.

B. Supervisor's responsibility

1. It is the primary responsibility of the employee's immediate supervisor and personnel staff to determine the type of leave to be charged for each absence and promptly and properly approve, record and report same. The employee's immediate supervisor must approve in advance at least verbally, all absences away from work and leave time must be used.
2. Facility administrators/regional administrators/directors will have the authority to recall employees who are not scheduled to work if an emergency exists or if there is a shortage of personnel.

3. Facility administrators/regional administrators/directors will have the authority to require sufficient staff to work on each holiday so that adequate coverage of the facility/office can be maintained. (Also, see C. 2.)

C. Employee's responsibilities

1. After initial notification on the first day of absence, it is incumbent upon the employee to notify their supervisor daily until an expected return date is established. Employees should keep their supervisor informed of their expected return date.
2. Supervisors may request a doctor's excuse for any sick leave if leave abuse is reasonably suspected.

D. Security staff work hours

All security employees (specifically children's services officers, corporals, sergeants, lieutenants) must work a minimum of eight hours per day, inclusive of lunch, and accrue leave on the basis of an eight-hour day.

E. Non-security work hours

Non-security employees must work a minimum of seven and one-half hours (7.5) per day, exclusive of lunch, and accrue leave on that basis.

F. Absences

1. Absences for religious holidays, not officially designated, may be granted in the form of annual leave, compensatory leave, or leave without pay if the appointing authority or designated supervisor determines the employee can reasonably be spared from work.
2. Only the governor authorizes the closing of state offices due to inclement weather. Specific instructions for facilities/offices are normally issued on a case-by-case basis by the Department of Personnel based on instructions from the governor.
3. Being absent-without-leave (AWOL) may subject an employee to disciplinary action up to and including termination, in addition to the loss of pay for the period of time the employee was AWOL.

Forms

None

Collateral Documents

None

Standards

None